

INSTRUCTIONS ON HUD-52723 CALCULATION TOOL

(for PHAs)

General

The 2006 HUD-52723_HA Calculation Tool is for PHAs who opt to file out their Operating Subsidy HUD-52723 form electronically, print out and sign, and send it to their Field Offices.

Operations

1. Color Schemes:

Fields colored yellow are generally editable fields. Data input from the user is allowed.

Fields colored orange are locked, not allowing user input. These are calculated fields that perform math functions where calculation is needed for a line item.

Fields colored black are locked, not allowing user input.

2. Entering Data:

Directly type information into a field. The user can later edit or delete contents in the field just as we usually do on a spreadsheet.

Fields in the “HUD Modifications” column, as well some key fields, although colored yellow, are locked to prevent user input. If the user gets a popup message not allowing data entry, then do not try to enter data into that field.

3. Making Comments

When making a comment or explanation about an a line item, remember to type in the Part/Line number in front. For example: “Part A, Line 12. The independent audit was performed in 2003...etc...”

4. Printing

To make sure the form is printed out correctly by your printer, select menu File>Print Preview. If it does not look like the regular hardcopy HUD-52723, there are several ways to adjust print areas. One convenient way is to select menu View>Print Layout. From there the user can visually adjust page margins. Be sure to do a print preview again after any margin or size adjustment.

5. PHAs must review and validate all calculations.